

CHAPTER 4

ICF/ID Level of Care

In the Pervasive Developmental Disorder Program, the ICF/ID Level of Care must be completed before a slot can be awarded to a child and before that child can be enrolled.

In order to be enrolled in the Pervasive Developmental Disorder Program via a waiver-funded slot, a child must meet the following criteria:

- Be ages 3 through 10 years,
- Be diagnosed with a PDD before age eight years,
- Be eligible to receive Medicaid,
- Meet ICF/ID Level of Care (the child does not have to be currently served by SCDDSN).

Note: Children who meet the age and diagnostic criteria but do not qualify for Medicaid funding will be awarded a State-Funded slot, upon availability, after the Initial Level of Care (LOC) determination is made by the Consumer Assessment Team (CAT).

ICF/ID Level of Care for the Purpose of Enrolling in the PDD Waiver Program

CAT, located in the Sequoia Building at the Midlands Center Campus at 8301 Farrow Road, Columbia, SC 29203-3294, makes the initial determination of ICF/ID Level of Care for children who are to receive PDD services.

When a slot becomes available, the District I Waiver Coordinator will forward the next child's file (i.e. the **Request for PDD Waiver Slot Allocation (PDD Form 30)** and documentation supporting the indicated ASD) to CAT for a Level of Care Review. The District I Waiver Coordinator will also provide the Autism Division PDD consultant with a list containing the name(s) of the child(ren) sent to CAT. The Autism Division PDD Consultant will contact each child's Case Manager and alert the Case Manager to move the child to Level 1 and update the child's Annual Assessment and Support Plan.

Note: If a child is receiving EI services, the EI will be contacted and instructed to transfer the case to Case Management if the parents want to pursue PDD services.

Upon notification from CAT, the Case Manager should complete a **Request for ICF/ID Level of Care for the PDD Waiver (PDD Form 9)** and forward it to the Consumer Assessment Team located at 8301 Farrow Road, Columbia, SC 29203-3294 or via fax (803) 935-6170.

In addition to the **Request for ICF/ID Level of Care for the PDD Waiver (PDD Form 9)**, the Case Manager must also forward records that support the Level of Care. These records should include:

1. Documentation that confirms a diagnosis of autism, PDD-NOS or Asperger's syndrome (e.g. a written report from an SCDDSN Autism Division CARE Center, or a licensed diagnostician). The diagnostic documentation must include information clarifying a DSM-IV rating.

Note: This documentation should have been provided with the Request for PDD Waiver Slot Allocation; however, if CAT needs additional information, they will contact the Case Manager.

2. DDSN Eligibility determination paperwork, if applicable.

If behavioral issues are referenced in the consumer's current Plan, the Case Manager may include a current signed and dated Social Update or other supporting documentation that outlines and clarifies the nature and severity of any referenced behavioral issues.

When an Initial Level of Care determination has been made, CAT will notify the Case Manager that the completed LOC Determination Form and Certification Letter are available via CDSS. The Consumer Assessment Team is also responsible for providing the District I Waiver Coordinator with the Level of Care information needed for the appropriate slot (i.e. Waiver or State) to be awarded to the child.

The LOC Determination form should be kept in the child's file (this information must remain in the file and NEVER be purged).

Children Who Do Not Get Enrolled in a waiver-funded slot within 30 days of the Initial Level of Care Determination

Waiver enrollment must occur within thirty (30) calendar days of the current Level of Care Determination date. If the child's Level of Care Determination has exceeded thirty (30) calendar days without enrollment, a new SCDDSN Certification Letter must be issued, when all enrollment issues are resolved.

NOTE: If more than 180 days has passed since completion of the initial Level of Care Determination, then a new initial Level of Care Determination will be made by CAT once all enrollment issues are resolved.

The following steps should be utilized for PDD Waiver Level of Care recertification/update:

1. The Case Manager should immediately contact the District I Waiver Coordinator when it is noticed that a Level of Care is about to expire or has already exceeded thirty days.
2. The District I Waiver Coordinator will verify that all enrollment information is completed. If the case is not ready for enrollment, the District I Waiver Coordinator will contact the Case Manager when the Level of Care needs to be recertified/updated.

3. When enrollment is ready to occur, the Case Manager must review the Initial Level of Care Determination Form and the supporting documentation upon which the initial Level of Care was initially completed.
4. The Case Manager should determine if the record contains more current reports or other information that might impact/change the answer to each specific question on the completed Level of Care Determination Form.
5. The Case Manager should contact the child's parents/legal guardians to verify the current status of the child and to determine if the child's condition has changed to the extent that it would change the Level of Care determination. This must be clearly documented in the child's file and in a notation to the Consumer Assessment Team.
6. If the child's condition has not changed, the Case Manager should contact the Consumer Assessment Team via telephone and request a Level of Care recertification/update. The Case Manager must resubmit via fax, a new **Request for ICF/ID Level of Care for the PDD Waiver (PDD Form 9)** [indicate on the form that it is an initial LOC (expired) and enrollment did not occur with 30 days of the LOC effective date], along with a request for issuance of a new Certification Letter. The Case Manager must also include on the fax cover sheet that the child's condition has not changed and with whom you verified that information, so that the Consumer Assessment Team may complete the recertification/update.

Once the recertification/update is completed by the Consumer Assessment Team, the Case Manager will receive notification via e-mail that a new Certification Letter along with the updated Level of Care Determination Form are available via CDSS. When the initial Level of Care is updated, the date of the update becomes the new effective date of the Level of Care. The Consumer Assessment Team will notify the Waiver Enrollments Coordinator of the new Level of Care date.

Once the Level of Care has been recertified/updated, it CANNOT be updated again. If the child is not enrolled in the PDD Waiver within thirty (30) days of the LOC update, then a new Level of Care request must be submitted to the Consumer Assessment Team upon notification from the District 1 Waiver Coordinator.

7. If the child's condition has changed, the Case Manager should obtain the new information and submit to the Consumer Assessment Team. A new **Request for ICF/ID Level of Care for the PDD Waiver (PDD Form 9)** must be completed. The Case Manager will indicate on the **Form 9** "initial LOC expired and enrollment did not occur within 30 days of Initial LOC Effective Date". Upon review of the new Information, CAT will complete a new Initial LOC determination for enrollment instead of an updated LOC determination.

Note: the Consumer Assessment Team has the discretion to deny an LOC update request and ask that a new initial Level of Care packet be submitted.

ICF/ID Level of Care Annual Reevaluations/Redeterminations for Children Enrolled in the PDD Waiver

Once enrolled in the PDD Waiver, ICF/ID Level of Care evaluations are valid for up to 365 calendar days unless otherwise stipulated by the Consumer Assessment Team, but can never be more than 365 calendar days. Each child must be evaluated at least every 365 calendar days from current LOC Effective Date (or as needed given changes in condition, diagnosis, etc.) and certified to meet ICF/ID Level of Care in order to continue to receive services funded through the PDD Waiver. The Consumer Assessment Team will be responsible for these annual re-evaluations and certifications.

A request for Annual LOC determination must be sent to the Consumer Assessment Team by the child's Case Manager at least two months prior to expiration of the current certification.

If the child is found to no longer meet ICF/ID Level of Care, the Consumer Assessment Team will mail the **SCDDSN Level of Care Certification Letter**, with the procedure for reconsideration and appeal printed on the reverse side, to the child's parents/legal guardians and Case Manager. The Case Manager must keep all documentation regarding this decision in the child's file.

If a child no longer meets ICF/ID Level of Care, the child can no longer participate in the PDD Program via a waiver funded slot and the Case Manager should initiate procedures for disenrollment. If the child continues to meet all other requirements for participation in the PDD Program, they may be awarded a PDD State Funded Slot.

Note: Annual LOC determinations are not required for state-funded slots.